

Employment Background Checks - Training School

Policy: 200.0065

Effective Date: January 6, 1986 Version: 1

Rhode Island General Law (RIGL) 40-13.2 mandates that the Department receive employment histories on those prospective employees of the Training School who are seeking positions which involve supervisory or disciplinary power over juveniles or involve routine contact with juveniles without the presence of other employees. Departmental policy requires employment histories on those prospective employees of the Training School. The employment history must include a list of all positions held within three (3) years prior to application for employment.

The following procedures have been developed in accordance with the above-stated statute in order to ensure the protection and well-being of those juveniles who are residents of the Training School.

Related Procedure...

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Procedure From Policy 200.0065: Employment Background Checks - Training School

- A. At the time of the initial interview, prior to accepting applicants for employment to positions which involve supervisory or disciplinary power over a juvenile or involve routine contact with a juvenile without the presence of other employees, Personnel Office staff request an employment history of the applicant:
 - 1. The applicant is asked to complete the Employment History Affidavit (DCYF #108) in addition to the Employment Section of the Application for Employment (CS-14):
 - a. The applicant identifies place(s) of employment, address(es), date(s), and supervisor(s) for the past thirty-six (36) months. Employment includes part-time, full-time, and/or volunteer; and
 - b. If the applicant has not been employed continuously for the past thirty-six (36) months, he/she must complete the affidavit stating that he/she has not been employed and must note the dates he/she was unemployed.
 - 2. Personnel Office staff verify the applicant's employment history by contacting the employer for the period of twelve (12) months prior to application. A written response is requested. The response specifies name, address, title, and place of employment of person responding and an assessment of the reliability, performance, and character of the applicant.
- B. If the applicant is hired by the Department, Personnel Office staff maintains the Employment History Affidavit (DCYF #108) and verifications of employment in the employee's personnel file.